

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

**SPECIAL ASSISTANT FOR SCHEDULING AND ADVANCE  
AD-0301-00**

### **ORGANIZATION**

**Environmental Protection Agency  
Office of the Administrator  
Immediate Office**

### **TITLE AND GRADE OF SUPERVISOR**

**Associate Administrator, ES**

### **STATEMENT OF RESPONSIBILITIES**

Provides advice and support to the Director of the Scheduling and Advance through technical oversight to the Scheduling Staff, in coordinating the strategic schedule of the Administrator and Deputy Administrator with the Office of the Administrator's Scheduling Staff and Advance Staff, Office of Public Affairs and the Office of Policy.

Responsible for coordinating all scheduling activities with the Director of Scheduling and Advance or assigned staff. The incumbent meets with key officials to ensure all logistical matters are arranged. As a result of these briefings, provides substantive briefing materials for the Administrator and Deputy Administrator concerning Agency, political, and other issues. Incumbent keeps alert and informed on all pertinent proposals, policies, etc.; and must anticipate which issues may be particularly controversial to ensure that the Administrator and Deputy Administrator have the necessary background information prior to conferences/meetings.

Maintains ongoing liaison with the organization within EPA, the White House, other Federal agencies, and key officials in state and local governments to exchange information and promote a cooperative interchange of concepts and ideas. Acts as a source of information to keep the Administrator and Deputy Administrator informed of significant happenings and trends.

Advises and provides assistance to the Director of the Scheduling and Advance Staff in the planning and coordination of the Administrator's schedule, including all meetings, conferences and travel. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.